

# Finding Companies that Hire

- **College Placement/Career Development Offices**
  - These offices provide a plethora of resources for starting your job search (they are experts!) plus they are the key contact for companies coming to campus to interview students
  - Job Fairs are often coordinated through these offices – look for Fairs, attend them, and make contacts
  - Make a habit of visiting these offices regularly as you near graduation and be aggressive about contacting companies that have indicated they are hiring
- **Department Placement Offices**
  - Many departments have their own placement offices that specialize in jobs in a specific field
  - Get to know the faculty in these offices – they often have excellent contacts and can get you in touch with specific hiring managers

# Recruitment on Campus

## **Job Fairs**

---

- Sponsored/Coordinated by the College Placement/Career Development Office
- Good way to meet networking contacts at other companies
- Some companies bring recent grads to meet prospective grads
- Meet people and get contact information

## **Career Days**

---

- Companies may not be actively recruiting
- Opportunity to learn information about a company
- Good way to meet networking contacts at specific companies
- Meet people and get contact information for each company

# Professional Job Fairs

## Professional Job Fairs

---

- Geared to a wide range of professional occupations
- Attended by many who have practical work experience in the field
- Good place to ask questions about starting a job search
- Gather network contacts

## Entry Level Job Fairs

---

- By Independent companies, hosted in centralized locations in U.S.
- Attract large crowds for entry-level candidates
- Should participate if interested in specific companies attending
- Gather network contacts

# Professional Job Fairs

## **Commercial Specialty Job Fairs**

---

- Geared to a specialty group (i.e. Technical job fair)
- Excellent source for gathering information about hiring companies for later direct contact

## **Community Job Fairs**

---

- Made up of potential employers throughout the local community
- Often very large – over 100 companies participating
- Great place to make contacts with specific companies
- Get names and contact information





# Networking: The Hidden Job Market

*As many as 80% of all  
jobs are never advertised*

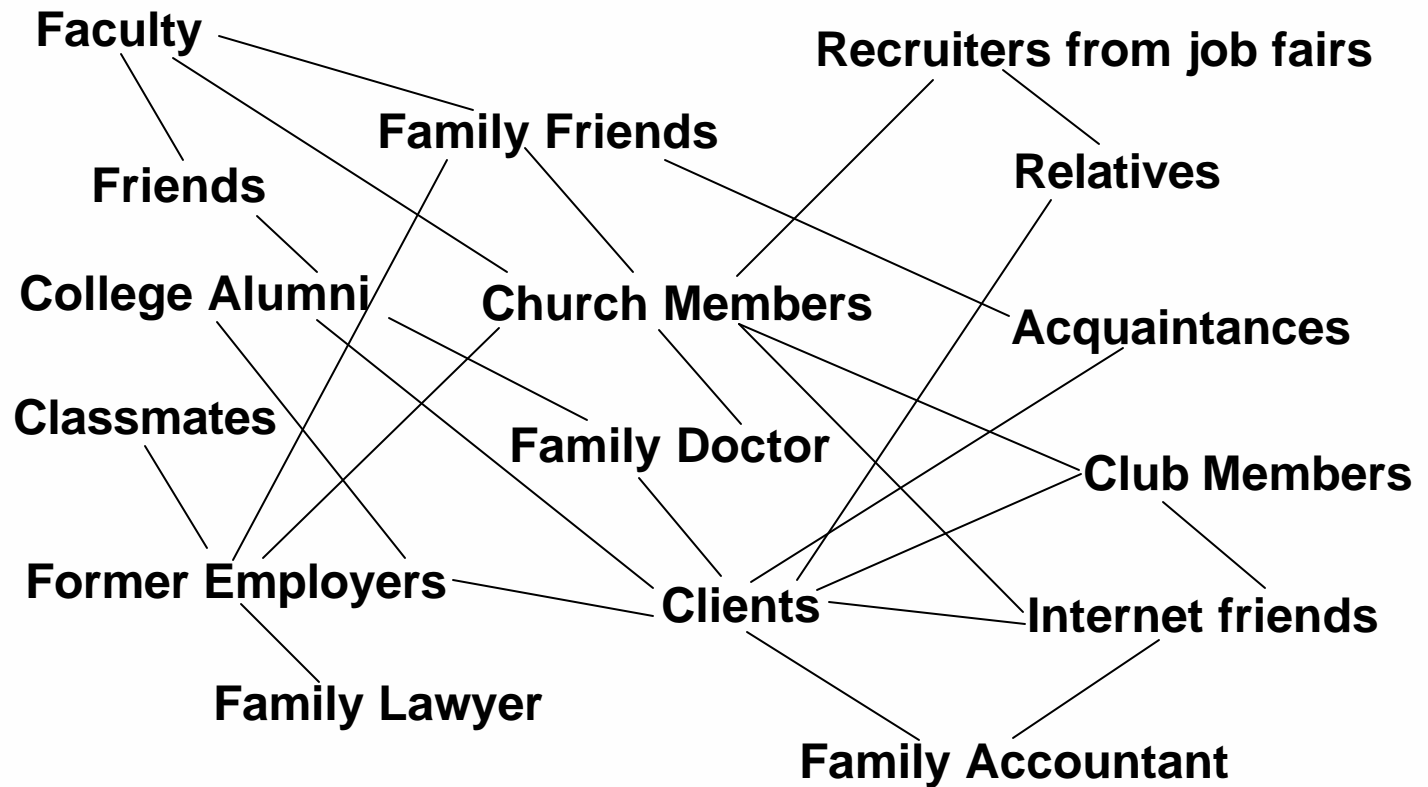
*How do you break into the Hidden Job Market?  
By leveraging your personal and professional ties  
into a Network . . .*

# What is a Network?

- An organized collection of your personal contacts and your personal contacts' networks
- Giving and receiving information, ideas, referrals, recommendations, leads and support
- Finding fast contacts for specific information and helping others do the same
- Can be used to introduce you to leaders in your field or other contacts, suggest companies you should target, provide job-search guidance, inform of specific openings or serve as a sounding board
- It's about utilizing the sources and resources available to you

# Making the Connection

*A network can be far-reaching & profitable*



# Mechanics of Networking

- **Make a list of contacts you know right now**
  - What information can each contact give you?
  - Write down as much information as possible about the contact
  - Contact Information Sheet is helpful in keeping track of contacts
  - Find out hobbies, interests, family info, big events in their lives (new baby, promotion, illness) or anything else you may have in common
  
- **Don't ask contacts for a Job – Ask for their Knowledge**
  - People feel uneasy to be begged for a job – make it clear that you are not asking them for a job
  - Many are flattered to be sought after for their knowledge
  - If they know of a job in their company, they will include it in the information they give you



# Make the Phone Calls!!

- **Be polite to everyone that answers the phone**
  - You never know who you are speaking with
- **Try to get an Information Interview**
  - An interview that is intended to provide you – the job seeker – with information to help structure your job search
  - Basically, sit down with successful professional in your field and pick their brains about how they got to where they are
- **Sample conversation starters**
  - *“Ibey A. Graduate said you were very knowledgeable about the public accounting arena in Nashville. I’m curious about the future business growth in that area and Ibey said you were the man to talk to. Do you have time now or in the near-future to talk to me about the industry there?”*
  - *“Dr. Nitpicky at UTC gave me your name as a good source of information about opportunities in the auditing field in the Atlanta area. I understand that you are a CPA and have held several positions in accounting and auditing prior to your current position as Auditing Manager. My major is accounting and I’m starting a job search in the near future. I’d like to get your advice on how you started your career in the Atlanta area and any other tips for a recent graduate starting a job search. Do you have time now or in the near future to talk to me?”*

# What Makes Networking Work?

- **Reciprocity** – You must give as well as you get
- **Interdependency** – People within a network must depend upon on each other
- **Sharing** – Get the right information to the right people at the right time
- **Keeping at it** – Stay plugged into the network. Maintaining relationships is paramount to making the network work for you

# Prospects for Network

- **Alumni Clubs & School Clubs (TVA's Investment Challenge)**
- **Industry Associations** - great place to meet people in a specific industry.
- **Social Clubs** - golf clubs, athletic clubs, and other similar clubs. An invaluable place to entertain business associates or prospective customers.
- **Hobbies** - by taking up several hobbies, one can interface with a wide range of people with diverse backgrounds ... presenting many new networks that can be tapped.
- **Family members** - family members are already a part of your network. Expanding your network by making use of their contacts is an easy way to begin growing your contact list.

# **Important People to Have in Your Network**

- **Real Estate Broker**
- **Travel Agent**
- **Community Leader**
- **Headhunter**
- **Banker**
- **Elected Local Official**
- **High-Ranking Police Officer**
- **Firefighter**
- **Source for Events Tickets**
- **Celebrity**
- **Veterinarian**
- **Insurance Expert**
- **Auto Mechanic**
- **Media Contact**
- **Best Friend**



# Keeping Track of Contacts

## Contact Information Sheet

Contact Information Sheet	
Date	_____
Name of Contact:	_____
Nature of Contact	_____
Home Address:	_____
	_____
Home Phone:	_____
Job Title/Affiliation	_____
	_____
Company	_____
Work Address	_____
Work Phone/Fax	_____
e-mail	_____
Birthdate & Place	_____
Family	_____
	_____
Education	_____
	_____
Affiliations	_____
	_____
Special Interests	_____
Significant Career History	_____
Accomplishments	_____
	_____
Other Information:	_____
	_____
	_____
	_____

**Date:** gives you a clue about how old the contact is. When updating information, update this line as well.

**Nature of Contact:** keep track of how you know this person.

**Job Title:** keep this accurate and acknowledge any promotions or job changes

**Birthday:** people are impressed if you remember. Keep address up to date so you can send cards for promotions, birthdays, or births/deaths.

**Other:** this is a place you can record any pertinent information, such as shared experiences, trips, etc..